

## **RFP – Design/engineering services for Town of Brentwood New Hampshire**

The Town of Brentwood is soliciting proposals from interested consultants for design and engineering services for the re-design of approximately 2800' of roadway.

Services to be provided include preliminary engineering, surveying, recommendations for design, assistance in acquisition of right-of-way, design, engineering, and furnishing all materials necessary to New Hampshire Department of Transportation (NHDOT) and the Rockingham County Commissioners for construction of the project.

The project is located on Prescott Road, from the intersection of North Road to 136 Prescott Road (referenced by tax map 207.003.000). The road is to be widened to 22' of pavement with 4' gravel shoulders on both sides. Acquiring additional land from Rockingham County Commissioners will be required to achieve the desired road width.

Each proposal submitted to the Town shall include the following:

- Resumes of the proposed project staff, including relevant experience
- Examples of completed projects that demonstrate the ability to provide a cost-effective design
- References
- Approach/methodology for executing the design to include any professional engineering reviews
- List of subcontracting firms that will be used on this project
- Proposed completion schedule to include any interim dates for design review and modification
- Recommendations for improvements to the initial concept that will result in cost savings or operational efficiency improvements and still meet Town requirements
- Cost with a gross breakdown for:
  - Labor
  - Subcontractors
  - Material
- Demonstrated capacity to implement and complete the proposal as submitted

Please submit seven (7) copies of your completed proposal no later than 4pm on October 21, 2014, to the Selectmen's Office, 1 Dalton Road Brentwood NH 03833. All submittals must be sealed and identified on the outside of the envelope as follows: "Prescott Road: Design/Engineering Services".

Please submit two (2) copies of the cost of services as a separate and distinct part of your overall proposal and clearly mark "Prescott Road: Cost Proposal" in a separate envelope enclosed with your response.

Any requests for extension will be submitted in writing, along with a justification for the extension, and will be evaluated based on the merits of the request. Should an extension be granted, it will be

provided to all firms participating in this proposal process. All submittals will be opened at the selectmen's meeting on 10/21/2014 at 6:15pm.

Insurance:

- The consultant shall maintain insurance of the following types and minimum amounts:
  - Worker's Compensation and Employer's Liability/Worker's Compensation Statutory Employer's Liability \$500,000/\$500,000/\$500,000
  - Commercial Automobile Liability
    - \$1,000,000 combined single limit Bodily injury and Property Damage.
  - Commercial General Liability
    - \$1,000,000 – per occurrence
    - \$2,000,000 - annual aggregate
    - \$2,000,000 - product/completed operations per occurrence
    - \$1,000,000 - personal injury / advertising liability
  - Professional Liability Insurance
    - \$1,000,000 per claim and annual aggregate.
- Certificate of Insurance: The Surveyor shall provide the Town of Brentwood with certificates of insurance reflecting that the consultant has obtained the coverage required by this Policy. Further, such coverage and certificates of insurance shall identify the Town of Brentwood as an Additional Insured with respect to auto liability and general liability insurance. The Certificates of Insurance shall reflect that there will be no cancellation or nonrenewal of consultant's insurance without at least 30 days written notice to the Town of Brentwood.

***Late responses will not be accepted and will be returned unopened.***

**EVALUATION CRITERIA:**

The Town of Brentwood is seeking best value for this proposal. Best value means that the evaluation focus will be shifted from the lowest bid and permit the Town to consider such factors as the experience of the personnel assigned to the work, past projects, proposed schedule, subcontractors, and design recommendations.

Criteria:

- Personnel experience
- Past experience (demonstrated ability to complete projects on time and within budget)
- Proposed schedule
- Design concept recommendations
- Cost
- Subcontractors

Cost will not be weighed as heavily as personnel experience, past experience, concept recommendations, and proposed schedule, which will each be weighed equally. It will be weighed more than subcontractors. In the event that two or more firms have equal high scores, then cost may be used for the final recommendation determination.

Please direct all questions concerning this proposal to Wayne Robinson, Road Agent at 603 775 7654 or Karen Clement, Town Administrator at 603 642 6400 x 10.

## **DISCLOSURES AND DISCLAIMER**

This request for proposal (RFP) is being furnished to the recipient by the Town of Brentwood for the recipient's convenience. Any action taken by the Town of Brentwood in response to submissions made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of the RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the Town of Brentwood and its officials and employees.

The Town of Brentwood, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the Town deems it appropriate and in its best interest. The Town of Brentwood shall determine the responsiveness and acceptability of any proposal submitted.

Prospective engineers and their design teams should rely exclusively on their own investigations and analyses in preparing and submitting proposals. The Town of Brentwood makes no warranty or representation that any submission which conforms to the requirements of this RFP will be selected for consideration, negotiation, or approval.

The Town of Brentwood and the selected engineer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Town and then only pursuant to the terms of the definitive agreements executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State and Federal law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State and Federal statutes until the date and time selected for opening the responses.